



Public Safety Training Specialist

Department: Countywide

EEO Code: 25

Class Code: 2143

FLSA: N

Effective: 01/03/1992

GENERAL STATEMENT OF DUTIES:

Under direction, performs work of moderate difficulty in developing, administering, and conducting police training classes; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Assists in planning and coordination of training programs for recruits, in-service police officers, and other law enforcement personnel; arranges for course instructors, allocates space, and ensures availability of training materials and equipment; introduces guest instructors; assists instructors during training sessions and evaluates course effectiveness; identifies training needs, assesses current programs and proposes new courses and curriculums in accordance with state law, court decisions, and departmental policies; prepares class outlines and study guides; sets up and operates training equipment; teaches driver safety and emergency vehicle operation; maintains "skid pad"; assists the Academy Training Director in developing, presenting and evaluating emergency dispatcher training; serves as range master and chief firearms instructor; designs firearm programs for departmental personnel and trains these personnel in firearms in the classroom and on the range; purchases all ammunition for fire range use; inventories materials, maintains range facilities, and directs range programs for other police agency programs; evaluates test results and classroom performance of students and prepares performance evaluation reports; prepares various reports and maintains records for Police Department and Department of Criminal Justice Services; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of police training practices, techniques, and equipment; good knowledge of the modern methods, practices, and techniques of police work; good knowledge of firearms instruction.

Considerable skill in developing and administering effective training programs for police personnel; considerable skill in instructing police personnel; considerable skill in instructing firearms safety; considerable skill in developing and maintaining effective working relationships with instructors, police personnel and others being instructed, and outside resource individuals; considerable skill in communicating effectively, orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of high school with two technical level courses in training methods and four years experience in police work, or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
